DECEMBER 2018

2018 OPEN DATA POLICY REPORT

DEPARTMENT OF INFORMATION SERVICES

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
BR

OPEN DATA BR

EBRGIS

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ACKNOWLEDGMENTS

The implementation of the City-Parish's open data policy and continued expansion of open data in East Baton Rouge Parish has been supported by a number of individuals both internal and external to City-Parish government, including and most critically Mayor-President Sharon Weston Broome and the Metro Council, as well as the What Works Cities team who served a key role in the development of this policy.

In addition, the City-Parish's success and actions in 2018 to advance this open data program would not be possible without the buy-in and support from City-Parish departments and staff, including each of the department representatives who serve on the Data Governance Committee – an advisory committee established as a function of the Metro Council's adoption of a formal open data policy in December 2017.

- Animal Control and Rescue Center: Richard Byrd
- Baton Rouge Metropolitan Airport: Greg Pierson
- Baton Rouge Fire Department: Curt Monte
- Baton Rouge Police Department: Jamie Nolen
- Department of Buildings and Grounds: Melinda Kyzar
- Charles R. Kelly Community Center: Keshala Jackson
- City Court: Jason Thrower
- Council Budget Office: Joe Toups
- Department of Development: Carey Chauvin, Greg Bivin
- Downtown Development District: Gabe Vicknair, Mary Olinde
- Emergency Medical Services: Chad Guillot, Michael Weileman
- Department of Environmental Services: Matt Bizot
- Department of Finance: Barbara Baughman
- Department of Fleet Management: Anitra Hamilton
- Human Development Services, Workforce Development Board 21/EmployBR: Sharon Stephens
- Department of Human Resources: Talisa Coleman
- Department of Information Services: Eric Romero, Warren Kron
- Juvenile Court: Donna Carter, Darlene Munson
- Department of Juvenile Services: Franchelle Johnson
- East Baton Rouge Parish Library: Mary Stein, Bryce Tomlin
- Mayor's Office: Veneeth Iyengar
- Mayor's Office of Homeland Security and Emergency Preparedness: Harry St. Pierre
- Mosquito Abatement and Rodent Control: Randy Vaeth
- Parish Attorney's Office: Brandi Lawrence, Renita Dixon
- Planning Commission: Ryan Holcomb
- Public Works Business Operations: Monica Sprull
- Purchasing Division: Patti Wallace
- Retirement Office: Jeffrey Lagarde
- Department of Transportation and Drainage: Micheal Falcon

BACKGROUND

In December 2017, Mayor-President Sharon Weston Broome and the East Baton Rouge Parish Metropolitan Council collectively took action to establish a formal open data policy (see Appendix B: Council Resolution 53275). For the first time, the City of Baton Rouge/Parish of East Baton Rouge (City-Parish) and all its departments, agencies, and programs began operating under the "open by default" mandate inherent to the language and spirit of this policy. While the City-Parish has experienced great success with its open data initiatives, including the Open Data BR data portal and EBRGIS program, much of this success was attributable to a general desire throughout City-Parish government to be more open and engaging with local public sector data and not as the result of a specific requirement for departments to consider any data processed, managed, or generated open by default – that is, with the default standard that each data element or dataset within departments should be a candidate for inclusion in the City-Parish's open data program. In such a scenario, it is incumbent upon departments and/or data owners with direct responsibility over the management and/or generation of this data to demonstrate why the publication or broader dissemination of such data would violate privacy, confidentiality, or security policies and thus require "protected" status.

As directed by the policy, the Department of Information Services leads the day-to-day implementation of the City-Parish's open data program on behalf of the Mayor-President, building upon the role the department has served since the inception of the City-Parish's first open data initiative in the form of a pilot data portal in January 2015. This initiative, known as Open Data BR, has continued to expand and serve as a valuable resource for providing the necessary technology infrastructure to organize and connect external users with valuable data and datasets. The platform further established a platform onto which other open data modules or applications can be built such as Open Neighborhood BR, which launched in early 2017 as a first-of-its-kind resource to combine a user-friendly web platform with public datasets available through Open Data BR and digital map layers. In addition to Open Data BR, the City-Parish Geographic Information System (EBRGIS) Program has served a key role in connecting geospatial data with relevant stakeholders, helping to usher in new data-driven capabilities and integrated ways in which City-Parish departments are now able to serve the public as well as one another.

The momentum established through recent efforts such as the Open Data BR and EBRGIS programs has provided a sound basis upon which open data in East Baton Rouge Parish can continue to advance, and in many ways already has grown through the implementation of this open data policy. In November 2018, the Center for Digital Government recognized Baton Rouge as a Top 10 Digital City and the U.S. Open Data Census ranked Baton Rouge as seventh in the nation for the City-Parish's open data program (as of the time of this open data policy report's publication).

Furthermore, open data advocates like The Sunlight Foundation have pointed to the manner in which the City-Parish has organized its open data resources through a 'transparency hub' on BRLA.gov as a best practice for connecting transparency initiatives to the users and citizens they are designed to support. Several City-Parish departments are now using data managed or maintained by another department, such as how the Department of Maintenance is utilizing GIS mapping capabilities to geographically target more efficient pothole and mowing maintenance services. Today, responses to public records requests that traditionally required multiple departmental reviews and approvals for the release of information are now directed to Open Data BR to satisfy their inquiry.

This report is designed to further the same sense of public accountability and transparency embedded in the City-Parish's open data efforts, respond to the requirements of the resolution establishing the City-Parish's open data policy that mandates an annual open data report "within one year of the effective date of this resolution, and thereafter no later than January 31st of each year," and provide internal and external stakeholders alike with an overview of progress made toward the City-Parish's open data goals during 2018. It also includes a forward-thinking plan in 2019 to further satisfy the mandate of this policy.

YEAR IN REVIEW:
OPEN DATA BY THE NUMBERS

In 2018, the City-Parish's open data efforts continued to accelerate in a manner supported by the existing foundation of success in open data in prior years, but now supported by a policy requiring all City-Parish departments to comply with the terms and conditions of an "open by default" mandate for City-Parish data. The following serves as an overview representing "data about the data" and key open data accomplishments in 2018 by the numbers.

31
TOTAL DATASETS HOSTED
ON OPEN DATA BR PLATFORM

44.8
MILLION TOTAL ROWS/ RECORDS
OF DATA ON OPEN DATA BR

10 NEW DATASETS EXPANDED OR UPDATED
WITH NEW DATA PUBLICLY AVAILABLE, ADVANCED TO THE FINAL STAGES OF INTERNAL REVIEW, OR FINALIZED FOR PUBLICATION TO OPEN DATA BR PORTAL

72,960
LIFETIME EMBEDS OF CITY-PARISH DATASETS
OR DATA VISUALIZATIONS ON NON-CITY-PARISH WEBSITES

17
DATASETS PRIORITIZED AND TARGETED
AS "ROUND 1 DATASETS" FOR NEAR-TERM PUBLICATION

7TH
PLACE RANKING IN U.S. OPEN DATA CENSUS,
AHEAD OF CITIES SUCH AS PITTSBURGH, LOUISVILLE, PHILADELPHIA, KANSAS CITY, AND OTHERS

3.8
MILLION LIFETIME OPEN DATA BR PAGE VIEWS
AS OF 12/3/2018

9 NEW MAP PORTAL APPLICATIONS
UTILIZING GIS TECHNOLOGY

125
UNIQUE DATASETS INVENTORIED
BY CITY-PARISH DEPARTMENTS AS CANDIDATES FOR DATA PUBLICATION

OPEN DATA POLICY IMPLEMENTATION: PROCESS REVIEW

Immediately following the Metro Council's adoption of Council Resolution 53275 establishing the City-Parish's open data policy, the Department of Information Services began the development of a robust administrative handbook for City-Parish departments, which would serve as a resource aiding in the implementation of this policy. This type of handbook was noted by What Works Cities, a national initiative created by Bloomberg Philanthropies to help 100 mid-sized American cities enhance their use of data and evidence, as a best practice accompaniment to the implementation of formal open data policies. In 2017, Bloomberg Philanthropies selected Baton Rouge as a participant for this initiative, with the development and implementation of an open data policy a key component of the What Works Cities scope of work in providing technical assistance to the City-Parish through the initiative. As such, the What Works Cities team served a key role in the development of this policy, as well as through review and input into supporting administrative tools such as this administrative handbook (see Appendix B: Open Data Administrative Handbook).

In July 2017, the handbook was distributed to City-Parish department heads with a request to identify a data coordinator for each department who would serve as a member of the City-Parish's Data Governance Committee. This committee, outlined as a required function in the implementation of the City-Parish's open data policy, consists of lead open data coordinators from each relevant agency and is required "to meet at least quarterly to encourage ongoing agency and public participation through providing regular opportunities for feedback and collaboration." In particular, these data coordinators were tasked with the following responsibilities:

- Informing open data-related policy decisions
- Identifying candidate datasets for public release
- Helping to prioritize data publishing decisions
- Resolving conflicts related to assignment of "protected information" or "sensitive information" classifications

The Data Governance Committee convened for the first time on July 31, 2018, with 33 City-Parish employees in attendance representing 27 City-Parish departments. The committee subsequently met on September 6th and again on November 1st, as outlined in the below timeline.

METRO COUNCIL MEETING: DEC. 13, 2017

- Open Data Policy formally adopted
- Data Governance Committee structure established outlining departmental responsibilities for policy compliance

OPEN DATA ADMINISTRATIVE HANDBOOK FINALIZED: JULY 2018

- Developed based on national best practices
- Distributed as final to all City-Parish departments

DATA GOVERNANCE COMMITTEE MEETING #1: JULY 31, 2018

- Review of open data policy objectives
- Formal request to departments for internal data inventory and prioritization

DATA GOVERNANCE COMMITTEE MEETING #2: SEPT. 6, 2018

- Review and open discussion of candidate datasets identified by departments

DATA GOVERNANCE COMMITTEE MEETING #3: NOV. 1, 2018

- Prioritization of datasets for Round 1 datasets as near-term publication candidates

METRO COUNCIL MEETING: DEC. 12, 2018

- Review and presentation of 2018 Open Data Report

Utilizing the Data Governance Committee as the designated entity through which City-Parish department-level open data efforts must now be coordinated, **more than 20 departments identified over 120 datasets as potential candidates for publication in addition to 25 datasets identified by Information Services staff**.

Key questions utilized to guide the data inventory process included:

- What data is used for any departmental, program, project, or grant-based monthly, quarterly or annual reports?
- What data do the Mayor's Office, Metro Council members, or other elected or appointed officials typically request?
- What data do you utilize in the development of your annual budget requests and goal-setting process?
- What data from your department is already published on Open Data BR or available on the City-Parish's website?
- What data does your department use for internal performance or trend analysis?
- What data is reported to federal, state or local agencies?
- What data is frequently requested as a public records or information request?
- What data are other departments asking for?
- What kinds of data are similar departments across the country publishing as open data?

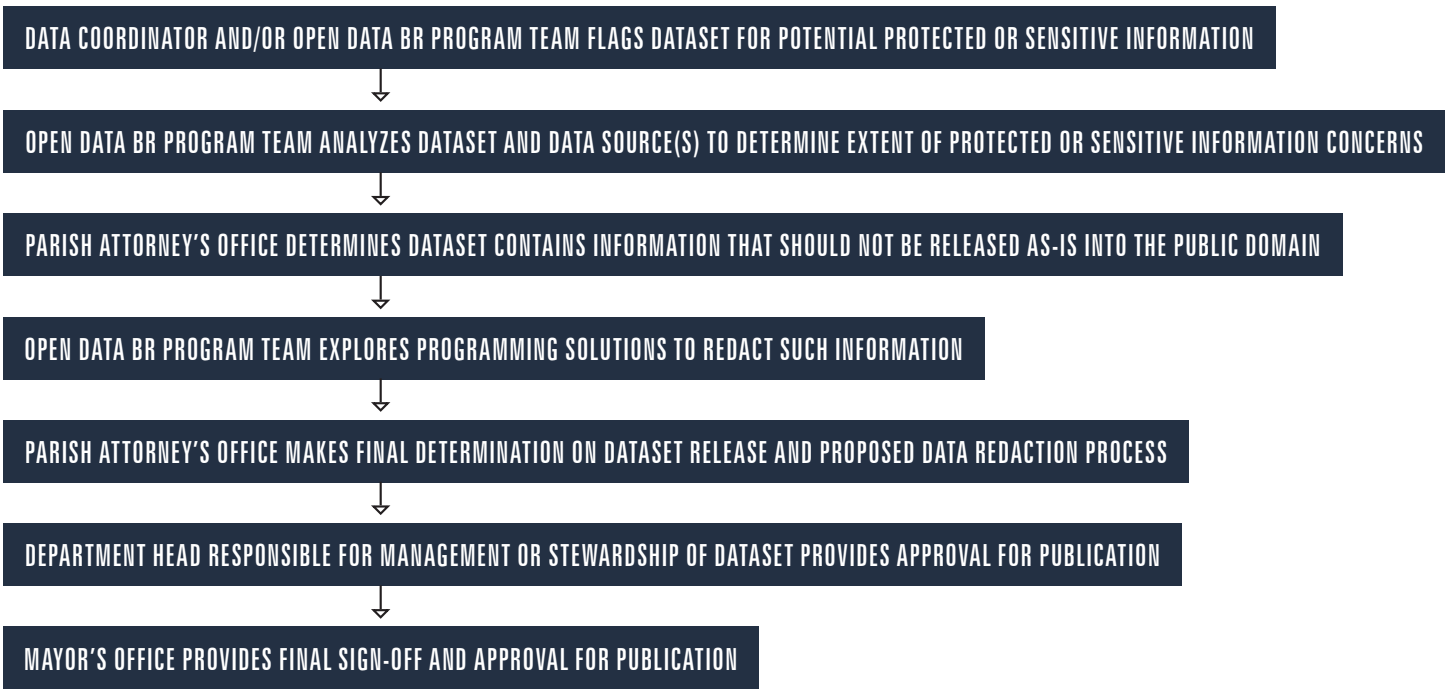
Each departmental data coordinator subsequently worked to prioritize their respective datasets to undergo the internal process used to ensure sensitive or protected data is not erroneously published as a function of data publication. Priorities were set by utilizing consistent criteria to "score" departmental datasets which then forced a ranking for all departmental data. The criteria used for this overarching analysis and prioritization included: **strategic importance, collaborative partnerships, external interest, operational usefulness, and data quality**.

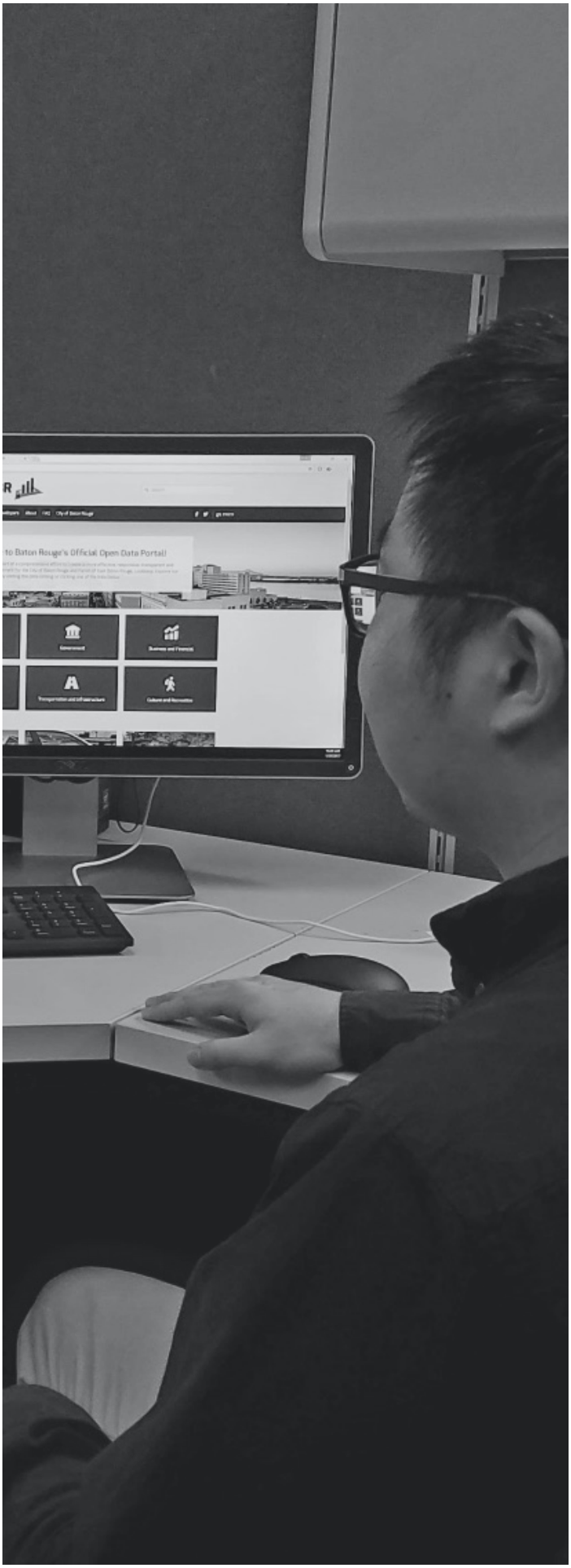
As data was considered and submitted in accordance with this force-ranking methodology, the Department of Information Services continued to fulfill key roles and responsibilities related to policy implementation and providing day-to-day management of the City-Parish's open data program efforts, such as:

- Providing technical support and facilitate access to departmental data
- Managing dataset approval workflows for each dataset
- Facilitating publication of data on Open Data BR portal
- Coordinating updates to the Mayor's Office, Metro Council, and general public on new datasets added to Open Data BR portal

One of the most critical components in the workflow of governing data inventories and prioritization involves the consideration of sensitive or protected information. As the lead implementation arm for the City-Parish's open data policy and program, Information Services staff continue to work closely with the Parish Attorney's Office and other relevant City-Parish officials to maintain the integrity and compliance with any such data that may be restricted from public release (e.g., data containing social security numbers, bank and credit/debit card numbers, tax information, disability information, ethnicity, gender, the location of an individual at a particular time, web sites visited, materials downloaded, or any other information reflecting preferences and behaviors of an individual). The internal process utilized for considering any such restrictions is outlined below.

Based on force-rank criteria and in consideration of potential sensitive or protected information contained within target datasets, Information Services worked with departmental data coordinators to identify and parse datasets that would be included as part of an immediate focus on data publication, and those that should be prioritized for future release (see Appendix C: Dataset Inventory for Future Release).





PRIORITY DATASETS: 2018-2019

Based on this review of candidate datasets submitted by Data Governance Committee members, Information Services began the process to prioritize datasets for immediate release in accordance with the dataset approval workflow outlined in the Open Data Policy Administrative Handbook. This workflow serves a key role in ensuring the integrity and accuracy of data that flows from internal databases into the Open Data BR or EBRGIS Open Data portals, as well as redacting any data that may be a sensitive or protected information consideration.

These priority datasets were identified by Information Services and Data Governance Committee members in accordance with the following key questions, supported by the force-rank criteria utilized in the department-level data inventorying process.

- What is the data included in this "target dataset" we are considering for Round 1?
- Why is this data important to your department? To the City-Parish? To all of East Baton Rouge Parish?
- How is this data used to make daily and/or long-range decisions?
- How could another department or external stakeholder group benefit from having access to this data?

The following table includes an itemization of each priority dataset, noted as "Round 1 Datasets", with brief descriptions that follow containing additional information about each.

Each of these Round 1 Datasets are undergoing various stages of internal review in coordination with departmental data coordinators, the Mayor's Office, the Parish Attorney's Office, and other agencies with legal, fiscal, or policy oversight for certain data. Information Services has established a goal of staggered publication of each of these Round 1 Datasets from late 2018 to early 2019 based on progress made toward internal data review, data conversion, and metadata completion process (i.e., information specific to the system or data fields from which the data originates).

DEPARTMENT	ROUND 1 DATASET	DESCRIPTION
Baton Rouge Metropolitan Airport	Enplanement/Deplanement Counts	Passengers who get on and off a commercial airplane at the BTR airport, reported via the Federal Aviation Administration
Baton Rouge Police Department	Homicides	Homicides that occur in City of Baton Rouge limits, tracked in accordance with Federal Bureau of Investigation criteria
Department of Development, Permits and Inspections	2018 Permit Review by Fee Type	Identifies permit reviews that occur, delineated by fee type – standard, third party, or expedited – with corresponding permit data based on fee type
Emergency Medical Services	EMS Incident Data	Any incidents to which EMS responds with data that originates from internal report writing software and calls from the computer aided dispatch (CAD) system, refined for accuracy
Department of Environmental Services	Grease Trap Permits	Identifies permits assigned to commercial or industrial businesses (non-significant industrial users) to monitor wastewater system discharge and permit compliance
Baton Rouge Fire Department	Spill Incidents	Any potential hazardous material spill incidents to which BRFD crews respond with hazardous materials unit
Baton Rouge Fire Department	Occupancy Inspection Data	Includes the results of BRFD occupancy inspections as well as violation data
Department of Juvenile Services	Detention Data	Includes aggregate data such as average length of stay for detained youth, population data, and offenses of detainees
East Baton Rouge Parish Library	Circulation Statistics	Includes resource circulation data per branch relative to how EBRPL resources are utilized by the public
East Baton Rouge Parish Library	Gate Count	Includes electronic reports by branch of users visiting EBRPL facilities
Mayor's Office of Homeland Security and Emergency Preparedness	Past Hazards	Includes information on past hazards to which emergency response crews have responded, along with other post-disaster data used to track response efforts and inform future mitigation funding requests
Purchasing Division	Munis ERP Datasets	Features target data contained within financial and procurement modules of new City-Parish ERP system (Munis), including: purchase orders and contracts, annual contracts, expenditures, vendors, and upcoming procurement opportunities
Department of Transportation and Drainage	Road Closures	Previously published in disparate formats (e.g., road closure map, traffic count website); the full road closure dataset aggregates all these inputs for road closures from 2015 to 2018, such as streets, time frames, closure types, and reasons for closure into one consolidated data file for analysis and public use (published to Open Data BR portal on October 1, 2018)

KEY SUCCESSES IN OPEN DATA: 2018

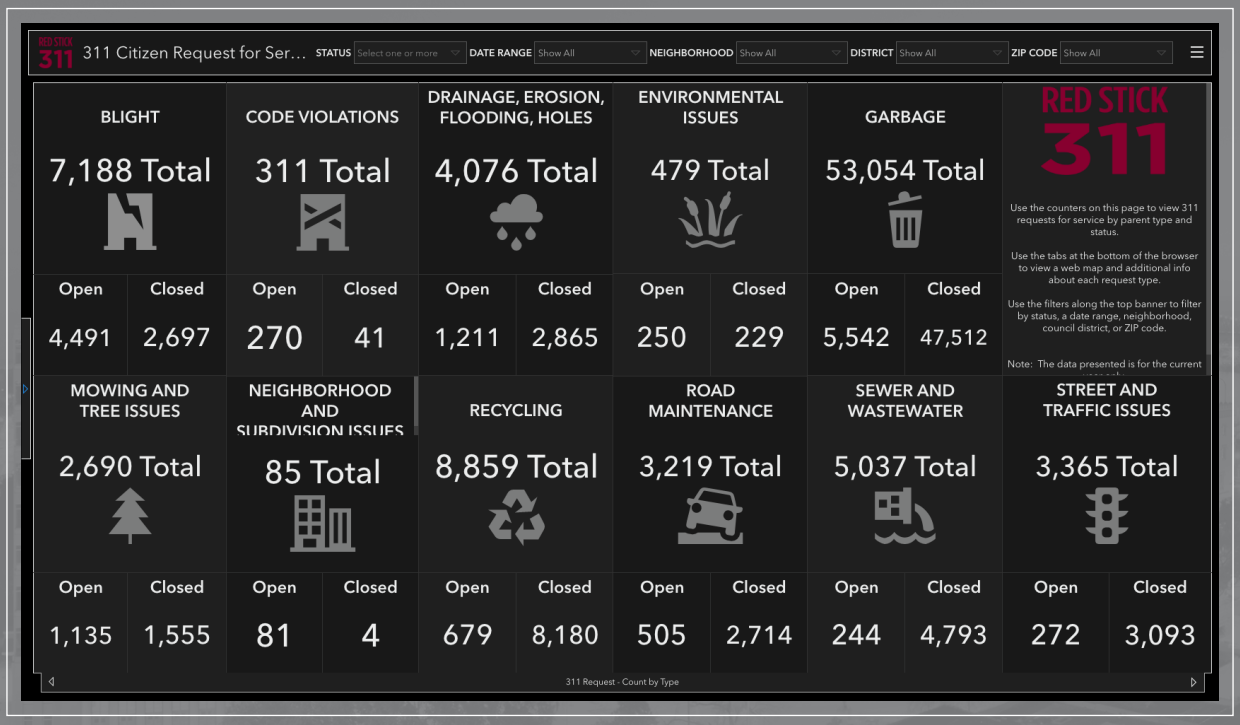
In addition to advancing a series of priority datasets for publication in late 2018/early 2019, as well as the development of a full inventory of candidate datasets across City-Parish departments for future liberation, the City-Parish achieved a number of notable successes with its open data efforts during the 2018 calendar year made possible by the adoption of an open data policy and other related initiatives.

EXPANSION OF HIGH-VALUE DATASETS

During the pilot phase of Open Data BR, Information Services focused initial open data efforts on identification and publication of a core set of "high-value datasets" such as crime incident data, tax roll data, traffic incident data, and more. These datasets were identified based on several criteria to determine their high-value classification as early candidates for the Open Data BR portal, including notable public interest in the data via Freedom of Information Act (FOIA) requests and datasets prioritized by other leading cities with established open data programs. Many of these early high-value datasets have seen extensive utilization, such as the Baton Rouge Crime Incidents dataset, with more than 64,000 views and 6,200 dataset downloads.

As additional datasets have been identified and incorporated into the City-Parish's open data program, Information Services has continued efforts to build upon existing datasets by refining data queries and incorporating other data elements that help to build a more holistic dataset focused on a given function, service, or department. In 2018, four datasets were significantly expanded and/or modified to enhance the depth of a given dataset, as outlined below.

- **BRPD Crime Incidents:** This dataset now displays ZIP Code, Metro Council district, and crime prevention district information for every incident responded to by the Baton Rouge Police Department. Information Services utilized location data and spatial aggregation tools to automatically populate these new attributes for every listing in the dataset. This new information will allow users to easily filter or sort crime incident records by ZIP Code, council district, and crime prevention district to better understand crime trends and activity.
- **Street Names Changes:** Dating back to 1857, these street name change records include parish streets' old and new names, the year of each change, and roadway limits (either the entirety of the street, or the cross-streets delimiting the new street, if available). These data were taken from books recording the minutes of government meetings in which the names were approved, providing easy public access to the data in an organized, searchable format.
- **Tax Roll:** The 2017 East Baton Rouge Parish Assessor's Tax Roll dataset was added in Open Data BR in March 2018, containing a full listing of 2017 tax parcels in East Baton Rouge Parish and the cities of Baton Rouge, Baker, Central, and Zachary. The dataset also contains similar parcel information for 2015 and 2016, thereby allowing users to compare assessed property values across those calendar years, as well as other records associated with a specific property or parcel such as the date of the last property transfer, fair market values for the parcel, total assessed values and taxable amount of the parcel.
- **Adjudicated Parcels:** In addition to the 2017 Tax Roll dataset, adjudicated parcel information was added to Open Data BR containing the most current adjudicated listing of properties adjudicated to the Parish of East Baton Rouge in the event taxes were not paid by a certain date and no one purchases the property at the corresponding tax sale.



311 Operations Dashboard

OPEN DATA APPLICATIONS

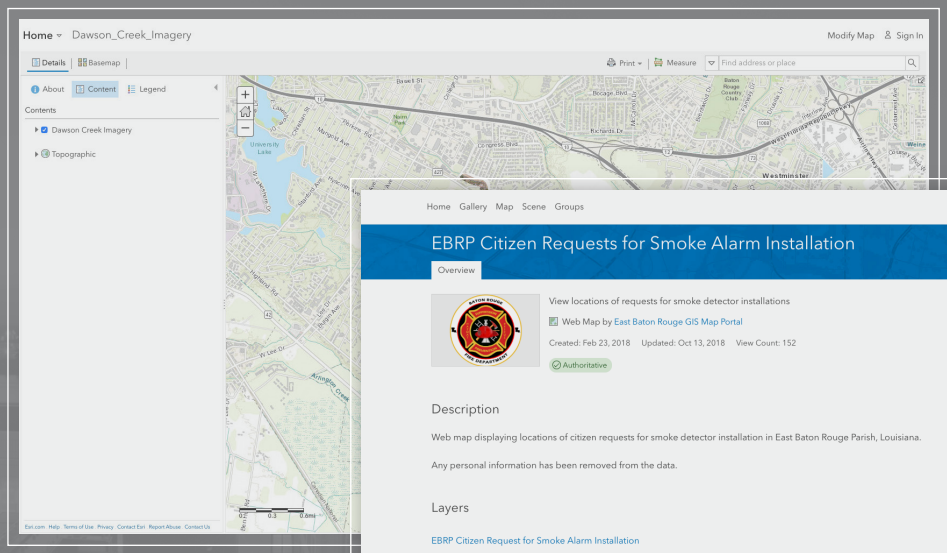
In addition to these new and expanded datasets as outlined in the Round 1 Dataset table, Information Services is actively working to finalize and publish data contained within the City-Parish's **new enterprise resource planning (ERP) system**. This system replaced several disparate financial, purchasing, and human resource systems that were more than 20 years old with a consolidated ERP system that streamlined access to data and significantly increased system functionality. During an earlier phase of the City-Parish's open data program, datasets such as purchase orders and contracts were published to the Open Data BR platform; however, the replacement of the system that generated this dataset required Information Services to temporarily disable access to these data with a focus on replacing the dataset with an expanded view of City-Parish purchasing activity generated by the Munis ERP system (such as purchase orders and contracts, annual contracts, expenditures, vendor activity, and upcoming procurement opportunities). Information Services is in the final internal review stages of these ERP datasets with a focus on publishing to Open Data BR in the 1st Quarter of 2019.

The implementation of this ERP system has also made other open data applications possible in ways that prior systems would not enable, such as an open checkbook web application. This application, **Open Checkbook BR**, is similarly in the final stages of configuration and internal review in coordination with the Department of Finance and Mayor's Office. When complete, it will provide users with streamlined access to City-Parish spending activity at the checkbook level, sortable across departments, spending category types, vendor payments, and more.

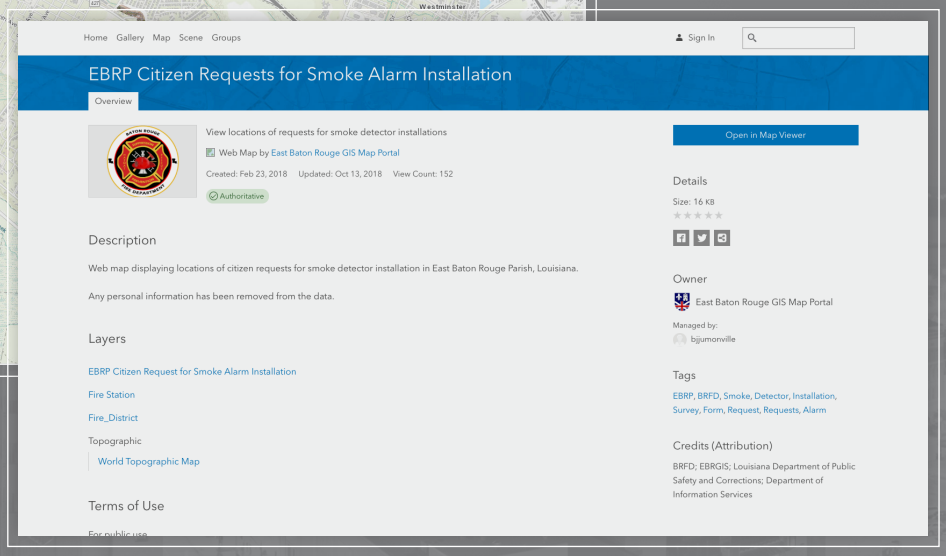
As previously highlighted, the EBRGIS Program has served a critical role in supporting prior and ongoing efforts related to the City-Parish's open data program, particularly in utilizing mapping functions and spatial analysis tools to build interactive digital mapping applications, dashboards, and field resources that benefit internal and external users alike.

Key map portal and data management applications developed during 2018 through the City-Parish's open data program are outlined below.

- **311 Operations Dashboard:** This public dashboard is powered by the 311 Requests for Service dataset available on Open Data BR. It provides users with the ability to view service requests by status (open, in-progress, closed) and by "parent category type" (e.g., garbage or blight). The dashboard also provides tools to filter data by status, date range, neighborhood, council district, or ZIP code to better understand how service requests or issues are being addressed by City-Parish work crews within a given geographic area.



Dawson Creek 3D Scene



Baton Rouge Fire Department Smoke Alarm Tracker

- **Baton Rouge Fire Department Smoke Alarm Tracker:** This web application provides the fire department with locations of citizen requests for the installation of smoke detectors in East Baton Rouge Parish. Once the smoke detector is installed the request is marked as completed. Any personal information has been removed from the data.
- **Dawson Creek 3D Scene:** This authoritative GIS tile layer provides the public with access to LiDAR and high-resolution imagery along Dawson Creek in East Baton Rouge Parish, collected via drone as part of a pilot effort to map the current state of parish waterways.
- **Historic Census Viewer:** This interactive map provides the public with access to parishwide U.S. Census population data for every decade from 2010 dating back to 1890. Digital maps for the 2000 and 2010 Censuses were appended with historic census data, which show numbered tracts designated by the U.S. Census Bureau and are color-coded by population, with the deep-red end of the spectrum signifying the greatest numbers of residents. The 2000 and 2010 tracts include additional demographic information with detailed breakdowns of smaller subdivisions called block groups.
- **MOVEBR Story Map:** This story map was developed in coordination with the Mayor's Office and the proposed MOVEBR capital improvements program to provide the public with easy access to proposed projects contained within the tax proposition, as well as an operations dashboard to analyze the data by Metro Council district.
- **Sustainable Transportation Action Committee:** This web map was developed for the American Association of Retired Persons (AARP) and Complete Streets Advisory groups to provide geospatial data in an easy-to-use, map-based format to assist in determining priorities for road improvement projects.
- **Smart M.Apps:** These mapping applications have been developed as a resource for internal use by City-Parish departments, helping to support the prioritization and allocation of resources such as work crews and equipment based on location (e.g., coordinating geo-based approaches for addressing blighted property or analyzing industrial tax exemption data).

Moving forward, Information Services will continue working to develop applications such as these to utilize open data that serve informational, operational, or planning and response functions for internal and external users alike.

ENHANCED DATA COORDINATION

Through the Data Governance Committee structure established within the City-Parish's open data policy, a structural "clearinghouse" for interdepartmental data sharing now exists and is helping to facilitate public access to what may have traditionally been siloed data or data reserved for internal purposes only. One of the key strategic areas of focus related to interdepartmental data coordination that has surfaced through this committee structure involves **capital improvements**, and the data generated by such programs or projects. Through these committee discussions, data coordinators noted the frequent requests for information received by departments such as the Department of Transportation and Drainage for road construction projects, the Department of Environmental Services for sewer rehabilitation or construction projects, and the Department of Buildings and Grounds for projects involving City-Parish facilities, among others. In early 2019, Information Services will be working to establish a consistent approach to project tracking across functional areas and departments so that any capital projects information published or provided to the public is done in a manner that is consistent and easily identifiable.

In addition, the City-Parish continues to work toward greater data-driven collaboration with community partners external to local government. In 2018, the Mayor's Office entered into a **formal data-sharing agreement with Louisiana State University (LSU)**, providing LSU Center for Computational Technology (CCT) faculty with access to key City-Parish data for research and analysis purposes. CCT researchers have already begun analyzing data available through the City-Parish's participation in the Waze Connected Citizens Program to identify potential policy, programming, or project solutions that can mitigate traffic congestion issues based on historical and real-time traffic trends. Such an agreement serves a key role in augmenting internal City-Parish resources and capabilities with expertise and resources, such as LSU's supercomputational capacity, that can build a stronger quality of life in East Baton Rouge Parish while informing applied resources across a variety of disciplines.

FOCUS ON PUBLIC TRANSPARENCY

In February 2018, Mayor Broome announced the launch of BRLA.gov, a new digital platform and website for City-Parish government that replaced the former BRGov.com, which was more than 20 years old. Through the tools embedded within this new platform, City-Parish departments are now able to communicate with residents or stakeholders more efficiently and directly, while providing more streamlined access to valuable public information. One of the ways in which the City-Parish is leveraging these capabilities is through the establishment of a "transparency hub," publicly accessible at brla.gov/transparency. This dedicated hub provides easy access to each of the technologies, platforms, or tools that build greater transparency in City-Parish operations and local government, such as Open Data BR, Open Neighborhood BR, maps and location-based data, access to live-streamed and archived public meetings, public records request capabilities, and more. Furthermore, as new datasets or expanded data are added to the Open Data BR or EBRGIS Open Data platforms, the City-Parish issues a "Transparency & Technology News Update" to email subscribers outlining the recent addition and providing direct links to the new or expanded dataset.

Through open data efforts and tools such as this transparency hub, the City-Parish is focused on public transparency across all programs and services as both an informational and accountability mechanism for those whose tax dollars make local programs and services possible.

PUBLIC OUTREACH: CONNECTING DATA TO USERS

In 2018, the Department of Information Services continued its efforts to ensure the general public and key users, or user groups, maintained awareness of the breadth of data currently publicly available and the efforts taking place to build upon that foundation of resources, such as through the implementation of the City-Parish's open data policy.

The following is an example of these outreach efforts in action throughout the 2018 calendar year.

FEBRUARY 2018

- Activate Conference
- Friends of Hilltop Arboretum

MARCH 2018

- Metro Council District 12 Town Hall
- Louisiana Digital Government Summit

MAY 2018

- Cajun Clickers
- Louisiana Remote Sensing and GIS Workshop

JULY 2018

- Humana Safety Fair
- Esri User Conference

SEPTEMBER 2018

- East Baton Rouge Parish Library Mini Makers Faire
- Humana
- LSU Kiwanis Club

OCTOBER 2018

- Esri Gulf Coast User Conference

NOVEMBER 2018

- International GIS Day

These outreach activities, which range from presentations to neighborhood associations and civic organizations to active dialogue with other municipalities and industry partners, serve key roles in helping to build awareness of the City-Parish's open data and transparency efforts while gathering useful feedback from users on how future programs and services can be oriented to meet user needs. As efforts expand through the future implementation of the City-Parish's open data policy, it will be critical for all City-Parish departments, employees, and partners to identify opportunities to raise even greater awareness regarding publicly available data and how it can be utilized to achieve all the benefits associated with a robust and vibrant open data program.

OPEN DATA MOVING FORWARD

As outlined herein, the City-Parish's adoption of a formal open data policy has catalyzed interdepartmental coordination and the expansion of open data initiatives to unprecedented levels of success. By establishing an "open by default" mandate for government data, City-Parish policymakers have made clear their intent for an open and transparent City-Parish government for years to come.

In 2019, it will be critical to continue building upon these successes in meaningful ways, with the following as key priorities for the coming year.

- Finalize data conversion process and formally publish all Round 1 Datasets to Open Data BR
- Identify "Round 2 Datasets" as publication targets for 2nd Quarter through 4th Quarter 2019 based on full inventory of datasets for future release, taking into account previously established force-rank criteria for prioritization
- Launch priority applications supported by open data, such as Open Checkbook BR
- Expand use of geospatial and location-based applications to create interdepartmental efficiencies in resource utilization
- In coordination with the Purchasing Division, incorporate specifications in future Requests for Proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols, including language that allows for modifying these systems over time to maintain up-to-date data documentation
- In coordination with the Purchasing Division, develop contract provisions that promote the City-Parish's open data policies in technology-related procurements, including, where appropriate, requirements that any data produced or stored on behalf of the City-Parish may be posted on the City-Parish open data portal or made available through other means
- Identify existing third-party contracts or contracted services as candidates for data inventorying and incorporation into Open Data BR portal
- In coordination with the Office of the Parish Attorney, publicly log and publish all approved or denied public record requests and associated details pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq)

The success of the City-Parish's open data efforts in 2018 is a direct byproduct of the leadership of Mayor Broome and the Metro Council in establishing policy measures that guide how such efforts can and should be utilized to inform overarching City-Parish priorities. As the lead department tasked with the implementation of this policy on behalf of the Office of the Mayor-President, Information Services stands ready and prepared to continue working with the relevant City-Parish departments to fulfill these priorities and position Baton Rouge as a leading digital city and parish for years to come.

APPENDIX A: KEY LINKS

The following are helpful links to key City-Parish open data platforms, websites, or other assets referenced within this report. For more information, email opendata@brla.gov.

OPEN DATA BR: HTTP://DATA.BRLA.GOV

Serves as the central, public-facing portal for the City-Parish's open data program. Within this portal are dozens of datasets that are updated daily by the Department of Information Services in close collaboration with the department(s) or division(s) responsible for the delivery of related services. In addition to these datasets, which as of early 2018 have collectively seen more than 3.8 million individual page views, Open Data BR provides users with easy access and tools to create visualizations such as filtered views, charts, and tables that have resulted in more than 72,000 embedded datasets or visualizations from external users.

OPEN NEIGHBORHOOD BR: HTTP://MY.BRLA.GOV

The Open Neighborhood BR platform was developed to help Baton Rouge residents understand and have full transparency into what is taking place in the geographic area surrounding their home or place of business. By simply entering an address in East Baton Rouge Parish and setting a date range for data reports, users can instantly view activity taking place around that specific area such as crime incidents, permitting activity, traffic incidents, and common 311 service issues such as missed garbage collection reported by neighbors. These same searches can also be filtered by neighborhood, ZIP code, or Metro Council District. Residents can create a free account, allowing them to save their searches to refer at any time or opt to receive a daily, weekly, or monthly email with updates about new incidents or activity in their saved search area.

EBRGIS MAP PORTAL: HTTP://EBRGIS.MAPS.ARCGIS.COM

In late 2015, the City-Parish GIS team led a revamping of its original online mapping website, eBRmap, through the launch of the EBRGIS Map Portal. This Map Portal provides access to a wealth of pre-configured thematic maps and workflow-driven applications. It also acts as a repository for all the authoritative GIS layers that are regularly maintained by the GIS Division within the Department of Information Services.

EBRGIS OPEN DATA: HTTPS://DATA-EBRGIS.OPENDATA.ARCGIS.COM/

The EBRGIS Open Data site provides access to all the City-Parish's published GIS data, making it freely available to the public. This site is strictly intended to augment Open Data BR and the EBRGIS Map Portal, and users are encouraged to explore EBRGIS Open Data site to find GIS data in a variety of formats. More descriptive information about the City-Parish's GIS data is available online from the Metadata webpage located on the EBRGIS Program website. Users may also submit their GIS-related questions and comments by sending an email to gis@brgov.com.

CITY-PARISH TRANSPARENCY HUB: HTTP://WWW.BRLA.GOV/TRANSPARENCY

One of the City-Parish's top priorities is a focus on transparency in government to spur greater performance, data-driven decision making, and citizen engagement. This transparency hub, hosted on the all-new BRLA.gov website, serves as a central repository for the City-Parish's transparency efforts, programs, and platforms, as well as a direct link for users to receive real-time updates on new additions or expansions of data-related items across the City-Parish's data platforms.

APPENDIX B: OPEN DATA POLICY (COUNCIL RESOLUTION 53275)

By Freiberg
Introduced 11-21-17
P.H. 12-13-17

ADOPTED
METROPOLITAN COUNCIL

DEC 13 2017

COUNCIL ADMINISTRATOR TREASURER

17-01597

RESOLUTION 53275

ADOPTING AN OPEN DATA POLICY FOR THE CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE; EXPRESSING THE SUPPORT OF THE METROPOLITAN COUNCIL FOR THE IMPLEMENTATION OF THE POLICY BY THE MAYOR-PRESIDENT

WHEREAS, the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge hereby supports the use of open data and systems, as well as citizen access to public data, and thus seeks to adopt and implement a formal open data policy; and

WHEREAS, the Metropolitan Council supports the Mayor-President in the implementation of related administrative processes or workflows, thereby ensuring compliance across all departments over which the Metropolitan Council or Mayor-President have legislative, executive, and policy authority; and

WHEREAS, there remain many datasets collected by the City of Baton Rouge and Parish of East Baton Rouge (hereafter, "the City-Parish") that are stored in ways which impede the ability of City-Parish leadership and key public stakeholders to aggregate, analyze and synthesize it to better allocate public resources; and

WHEREAS, access to public information promotes a higher level of civic engagement and allows citizens to provide valuable feedback to government officials regarding local issues; and

WHEREAS, every citizen has the right to prompt, efficient service from the government; and

WHEREAS, the City-Parish's existing open data program provides public and interdepartmental access to key datasets that improves the provision of services, increases transparency and access to public information, and enhances coordination and efficiencies among departments, partner organizations and citizens; and

WHEREAS, one goal of an open data policy is to proactively provide information currently sought through public records requests, thereby saving the City-Parish time and money; and

WHEREAS, the City-Parish has made significant strides in providing such information through its open data portal, thereby recognizing the benefit of adopting a formal open data policy defining an "open by default" mandate for public information; and

WHEREAS, in commitment to the spirit of open government, the City-Parish will consider public information to be open by default and will proactively publish data and data containing information, consistent with relevant public records law and not deemed to be protected or sensitive information; and

WHEREAS, information technologies, including web-based and other Internet applications and services, are an essential means for open government, and good government generally; and

WHEREAS, by publishing structured, standardized data in machine readable formats the City-Parish seeks to encourage the local software community to develop software applications and tools to collect, organize, and share public record data in new and innovative ways; and

WHEREAS, the protection of privacy, confidentiality and security must continue to be maintained as a paramount priority while also advancing the City-Parish's transparency and accountability efforts through open data.

NOW, THEREFORE, BE IT RESOLVED by the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge that:

Section 1. The Metropolitan Council adopts an open data policy as follows:

"**Open Data Program**

Part 1. Policy.

The Open Data Program for the City of Baton Rouge and Parish of East Baton Rouge applies to all City-Parish departments and agencies. The program requires that each department or agency comply with the following:

1. Proactively release all publishable City-Parish data, making it freely available in appropriately varied and useful open formats, using an open license with no restrictions on use or reuse, and fully accessible to the broadest range of users to use for varying purposes;
2. Publish high quality, updated data with documentation (metadata) and permanence to encourage maximum use;
3. Provide or support access to free, historical archives of all released City-Parish data;
4. Measure the effectiveness of datasets made available through the Open Data Program by connecting open data efforts to the City-Parish's programmatic priorities;
5. Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information;
6. Support innovative uses of the City-Parish's publishable data by agencies, the public, and other partners;
7. Encourage electronic methods of data collection to avoid inefficiencies of paper-based filing systems and make real-time disclosures possible;
8. Include specifications in future Requests for Proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols, including language that allows for modifying these systems over time to maintain up-to-date data documentation;
9. In coordination with the Office of the Parish Attorney, publicly log and publish all approved or denied public record requests and associated details pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq); and
10. Develop contract provisions that promote the City-Parish's open data policies in technology-related procurements, including, where appropriate, requirements that any data produced or stored on behalf of the City-Parish may be posted on the City-Parish open data portal or made available through other means..

Part 2: Definitions

A. "Data" means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a City-Parish agency. This definition is inclusive of software source code developed or maintained by or on behalf of the City-Parish.

B. "Metadata" means any information that is used to provide descriptive detail about a dataset, i.e., a data dictionary.

C. "Open data" means data that is available online, in an open format, with no legal encumbrances on use or reuse, and is available for all to access and download in full without fees [or a requirement of registration]. "Legal encumbrance" includes federal copyright protections and other, non-statutory legal limitations on how or under what conditions a dataset may be used. This definition is also inclusive of any software source code made available online ("open source software").

D. "Open format" means any widely accepted, nonproprietary, platform-independent, machine-readable data format, which permits automated processing of such data and facilitates analysis and search capabilities.

E. "Dataset" means a named collection of related records containing data that may be filtered, sorted, grouped, or otherwise structured or formatted in a specific or prescribed way, often in tabular form.

F. "Protected information" means any dataset or portion thereof to which an agency may deny access pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq.) or any other law or rule or regulation.

G. "Sensitive information" means any data which, if published by the City-Parish online, could raise privacy, confidentiality or security concerns or have the potential to jeopardize public health, safety or welfare to an extent that is greater than the potential public benefit of publishing that data.

H. "Publishable data" means data which is not protected or sensitive and which has been prepared for release to the public.

I. "Machine-readable" means any widely-accepted, nonproprietary, platform-independent, machine-readable method for formatting data (such as JSON, XML and APIs) which permits automated processing of such data and facilitates search capabilities.

Part 3: Governance

A. The implementation of the Open Data Program will be overseen by the Director of Information Services on behalf of the Mayor-President, who will work with the City-Parish's departments and agencies to:

1. Identify and publish appropriate contact information for a lead open data coordinator for each agency, who will be responsible for managing that agency's participation in the Open Data Program;

2. Oversee the ongoing management of a comprehensive inventory of datasets held by each City-Parish agency, which is published to the central open data location and is regularly updated;

3. Require, where possible, that all data created or provided by City-Parish contractors and external organizations meet the same standards as data created within or by City-Parish departments and agencies;

4. Continually refine and implement a process for determining the relative level of risk and public benefit associated with potentially sensitive, non-protected information so as to make a determination about whether and how to publish it;

5. Develop and implement a process for prioritizing the release of additional datasets which takes into account new and existing signals of interest from the public (such as the frequency of public records requests), the City-Parish's programmatic priorities, existing opportunities for data use in the public interest, and cost;

6. Proactively collaborate with members of the public, City-Parish agency staff, journalists, researchers, industry leaders, and other stakeholders to build relationships with community partners, identify datasets that will have value to City-Parish residents, and discuss opportunities to enhance information collection, aggregation, quality control, and dissemination;

7. Establish processes for publishing datasets to the central open data location, including processes for ensuring that datasets are high quality, up-to-date, are in use-appropriate formats, and exclude protected and sensitive information;

8. Ensure that metadata is provided for each dataset, including platform-wide attributes and a standard metadata taxonomy to facilitate data use, including unique, standardized identifiers across datasets, where possible;

9. Develop and oversee a routinely updated, public timeline for new dataset publication;

10. Make recommendations for historical document inclusion and define a schedule for approved historical document publication;

11. Ensure that published datasets are available for bulk download and/or available via public application programming interfaces (APIs) without legal encumbrance; and

12. Establish a Data Governance Committee, consisting of lead open data coordinators from each relevant agency, to meet at least quarterly to encourage ongoing agency and public participation through providing regular opportunities for feedback and collaboration.

Part 4: Central Online Location for Published Data

a. The City-Parish will maintain a publicly available location on the City-Parish's website or in another suitable online location where the City-Parish's published data will be available for download.

b. Published datasets shall be placed into the public domain. Dedicating datasets to the public domain means that there are no restrictions or requirements placed on use of these datasets.

c. Each published dataset should be associated with contact information for the appropriate lead open data coordinator of that dataset as well as with a file layout or data dictionary that provides information about field labels, values, and data source or creation information.

d. The City-Parish will specify a recommended data citation form available for viewing on the central online location for published City-Parish data to encourage responsible reuse of City-Parish data.

Part 5: Open Data Report and Review

a. Within one year of the effective date of this Resolution, and thereafter no later than January 31st of each year, the Director of Information Services shall publish an annual Open Data Report. The report shall include an assessment of progress toward achievement of the goals of the City-Parish's Open Data Program, an assessment of how the City-Parish's open data work has furthered or will further the City-Parish's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the City-Parish in the following year.

b. During the review and reporting period, the Director of Information Services should also make suggestions for improving the City-Parish's open data management processes in order to ensure that the City-Parish continues to move towards the achievement of the policy's goals."

Section 2. The requirements of this Resolution shall apply to any City-Parish department, office, administrative unit,

commission, board, advisory committee, or other division of City-Parish government ("agency").

Section 3. This policy shall become effective immediately following adoption by the Metropolitan Council.

Section 4. The City-Parish shall collaborate with internal and external stakeholders as necessary to achieve all components of this Open Data Program and gather public input into its ongoing development and management, including those in the private sector, nonprofit organizations, academic institutions, other government agencies, and public citizens.

APPENDIX C: OPEN DATA ADMINISTRATIVE HANDBOOK

OPEN DATA POLICY

ADMINISTRATIVE HANDBOOK

MAY 3, 2018

DEPARTMENT OF INFORMATION SERVICES
222 Saint Louis Street, Basement Room 240 Baton Rouge, LA 70802
opendata@brla.com

DOCUMENT HISTORY

VERSION	DATE	MODIFIED BY
1.0	MAY 3, 2018	E. ROMERO

This administrative handbook was developed as a resource to provide City-Parish departments and departmental staff with an overview of the City-Parish's open data program, the policy governing its implementation, and how departments should orient their efforts to comply with the stipulations of this "open by default" data management policy.

The City-Parish would like to acknowledge and extent its sincere appreciation to the City of Tempe, Arizona, What Works Cities, and Sunlight Foundation for their assistance in the development of this administrative handbook. Any questions related to the development of it or requests for modifications should be addressed to the Director of Information Services and emailed to opendata@brla.gov.

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Introduction

What is Open Data?

The term "data" can take on a variety of different meanings or interpretations, some of which are highly technical. However, despite these complexities, the concept of open data is quite simple – to "open up" access to public information of all types, thereby letting the public consume and interact with data in a variety of ways. This data may be used to facilitate decision making, encourage innovation through the development of tools or applications to further support public data consumption, streamline citizen engagement, hold government departments and agencies accountable, encourage economic development and business innovation, promote transparency, and much more.

The City-Parish's open data program, Open Data BR, is an initiative that exists as part of a broader commitment to the residents of Baton Rouge focused on creating a more efficient, effective and responsive City-Parish government while developing Baton Rouge into a hub for digital growth and technological innovation.

"Data means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a City-Parish agency. This definition is inclusive of software source code developed or maintained by or on behalf of the City-Parish."

City-Parish Open Data Policy, Part 2: Definitions, Sec. A

Open Data Benefits

There are a number of benefits associated with a robust open data program at the municipal level, both internally and externally, and the same is true here in Baton Rouge.

- Open data can help **break down silos and overcome challenges** in accessing data between departments. While many think of open data as a concept that results in data being made accessible to the public, it promotes access to internal users and consumers of data – enabling intra-departmental data sharing and reducing the amount of time needed to gain access to data in other departments.
- There are massive amounts of data maintained by the City-Parish, and data drives decision-making. Combining information from different departments can **increase efficiency, reduce duplication of data, provide new insights and spur innovative approaches** to help address our community's most pressing issues while identifying trends or service level gaps.
- Streamlined, on-demand access to data can help **achieve significant benefits and alleviate burdensome requirements associated with public requests** for data. By being proactive with identifying where data exists and standardizing it to the point where it can be shared publicly, while removing or redacting information that may be sensitive or proprietary, it eliminates the need for multiple departments and City-Parish staff to spend hours responding to and fulfilling requests typically submitted on unique, one-by-one basis.
- Externally, public taxpayers should be able to access this data in order to make informed decisions about their community, as having **unfiltered access to public data benefits the entire community** –

creating an understanding of where, how, and why service issues or trends may exist so that they can be addressed and improved upon.

- Data can be used to support the creation of **unique solutions to everyday problems**, including those developed by technologists or software developers who rely on public data to innovate in unforeseen ways. Through these and other means, it serves a key role in driving economic development, ranging from large-scale corporations to technology start-ups, including by providing data for businesses to understand the changing environments in which they operate – from permitting and development to crime or traffic trends.
- With streamlined access to public sector data, students and professors at local higher education institutions can **fulfill curricula requirements and leverage federal grant opportunities** to conduct applied research to better understand root causes of civic problems or challenges, all while identifying ways to develop supporting solutions.

Background: Open Data in Baton Rouge

Open Data BR

In January 2015, the City-Parish initiated a pilot open data program, Open Data BR, that featured a number of key datasets available for the first time in a freely accessible, on-demand digital environment through an easy-to-understand web platform, powered by Socrata – the nation's leading open data platform provider. The initiative received national acclaim upon launch both for quality and ambition: data was organized, displayed, and carefully curated, and the City-Parish had moved aggressively to make it happen despite Baton Rouge lacking the resources comparable to other leading open data cities or communities.

Since the platform's launch in 2015, and as of January 2018, Open Data BR has expanded to feature 29 high-value datasets with more than 15.7 million total rows of data and dozens of other filtered views, charts, and datasets. In addition, since launch, Open Data BR has seen more than 3.1 million individual page views and 71,234 embedded datasets or visualizations from external users, with top datasets accessed including City-Parish Employee Annual Salaries, Baton Rouge Crime Incidents, Baton Rouge Fire Incidents, and Adjudicated Property. The presence of Open Data BR has been further augmented by the development of companion web applications such as Open Budget BR, which provides an easy-to-utilize visualization and analysis tool for users to better understand the City-Parish operating and capital budgets, and Open Neighborhood BR, a first-of-its-kind web application that helps residents easily understand activities taking place on their block or in their neighborhood, ranging from crime and fire incidents to building permit activity and 311 service-related issues. Externally, key users have utilized these data to track and analyze real-time permitting activity, develop crime-related applications for public download and use, and develop maps outlining crime activity for organized crime prevention districts.

EBRGIS Open Data

In late 2015, the Department of Information Services led a revamping of its online mapping website, eBRmap, through the launch of the EBRGIS Map Portal. This Map Portal provides access to a wealth of pre-configured thematic maps and workflow-driven applications. It also acts as a repository for all of the authoritative GIS layers that are regularly maintained by the GIS Division within the Department of Information Services. However, one aspect the Map Portal lacks is the capability for end users to download data for use within their own GIS software environment. This gap is what the EBRGIS Open Data site is intended to fill, which provides access to all of the City-Parish's published GIS data, making it freely available to the public. This site is strictly intended to augment Open Data BR and the EBRGIS Map

Portal, and users are encouraged to explore EBRGIS Open Data site to find GIS data in a variety of formats. More descriptive information about the City-Parish's GIS data is available online from the metadata webpage located on the EBRGIS Open Data Site. Users may also submit their questions and comments by sending an email to gis@brla.gov.

Open Data Policy

The Open Data BR program existed in the form of a pilot effort for the first two years of operations, from January 2015 to late 2016. During that time, the public availability of these datasets was embraced by East Baton Rouge Parish residents, as well as key stakeholders such as businesses, area higher education institutions, technologists, and local media – all of whom require valid, easily accessible City-Parish data to make informed decisions and draw conclusions based on such data. However, the City-Parish was noticeably lacking in the necessary policy instruments that would be required to move the effort from pilot to sustained practice and help facilitate parish-wide adoption of the concept of open data.

Upon being elected to office, Mayor-President Sharon Weston Broome began working to build upon these successful efforts to-date and, in December 2017, submitted a proposed resolution calling for an official open data policy that would help to codify and put into official practice the need to adopt an "open by default" approach for data management within City-Parish agencies. The development of this resolution was guided by the Sunlight Foundation, a not-for-profit based in Washington, D.C. focused on promoting transparency in government agencies, as part of the City-Parish's participation in Bloomberg Philanthropy's What Works Cities program. The proposed policy was developed in concert with Sunlight Foundation subject matter experts, refined by internal City-Parish technology and legal staff, and submitted in draft format for public feedback through a crowdlaw process. In addition, the What Works Cities team interviewed several stakeholders representing top users of City-Parish data working in software development, higher education, business and industry, and media, with those comments incorporated into the refined policy document in addition to those submitted via crowdlaw. On December 13, 2017, the Metro Council unanimously approved Mayor-President Broome's proposed Open Data Policy and approved a resolution adopting an open data policy for the City of Baton Rouge and Parish of East Baton Rouge, expressing the support of the Metro Council for the implementation of the policy by the Mayor-President. The resolution serves as the basis for this administrative handbook, designed to help City-Parish departments, staff, and partners understand how to comply with the requirements outlined within this open data policy while achieving all the benefits associated with an active open data program that extends across all facets of local government operations.

Roles and Responsibilities

The following table outlines the high-level roles, responsibilities, and descriptions of the various entities and individuals responsible for adhering to the requirements of the City-Parish's Open Data Policy.

Role	Entities/Individuals	Description of Responsibilities
Governance	Mayor-President Metro Council	• Provide governance and day-to-day oversight over City-Parish departments, including compliance with City-Parish Open Data Policy
Data Governance Committee	Designated open data coordinators for each City-Parish department	• Meet at least quarterly to inform open data-related policy decisions, identify candidate datasets for public release, prioritize data publishing decisions, and resolve conflicts related to such publishing decisions
Administrative Management	Department of Information Services staff	• Serve as ex-officio chair of Data Governance Committee • Provide administrative and technical management of City-Parish open data program, including Open Data BR portal and related open data assets
Departmental Data Coordinators	City-Parish employee, one (1) per department as designated by the relevant department head	• Serve on Data Governance Committee and regularly attend/participate in committee meetings • Ensure departmental compliance with terms of City-Parish Open Data Policy, including serving as a liaison to the Open Data BR Program Team and working with this team to inventory all data managed or processed by their department, facilitate access to data, and troubleshoot issues related to the publication of eligible datasets

Additional information about each of these roles and responsibilities is included in the sections below.

Governance

Ultimately, the responsibility for adhering to the various elements outlined in the City-Parish's open data policy rest with the Office of the Mayor-President and Metro Council, as each is responsible for the governance and day-to-day oversight over numerous distinct City-Parish agencies. As outlined in the open data policy, the Department of Information Services – as the central IT organization supporting all City-Parish agencies – serves as the lead implementation agency for the policy (Open Data Program, Part 3: Governance) while each department is responsible for adhering to the compliance requirements outlined within the policy (Open Data Program, Part 1: Policy).

Data Governance Committee

To support these departments' efforts and achieve intra-departmental collaboration toward achieving policy compliance, and as specified within the policy, the City-Parish has established a Data Governance Committee. This committee, which consists of open data coordinators from each relevant agency, meets on a quarterly basis or more often as-needed. Each City-Parish department is responsible for designating one representative to serve on this committee, although multiple representatives from one department can serve should the director of the department request it.

Data Governance Committee meetings are organized and facilitated by the Department of Information Services, with action items for each meeting tracked, produced, and measured by members of the Open Data BR Program Team within Information Services. Collectively and individually, committee members are responsible for the following:

- Informing open data-related policy decisions
- Identifying candidate datasets for public release
- Helping to prioritize data publishing decisions
- Resolving conflicts related to assignment of "protected information" or "sensitive information" classifications

Administrative Management

The Department of Information Services serves as the lead agency responsible for implementation of the adopted open data policy, on behalf of the Mayor-President. As such, the Director of Information Services maintains ex-officio status on the Data Governance Committee, serving as chair and facilitator of all committee meetings. In addition, the Director of Information Services is responsible for the day-to-day management of Open Data BR, the portal through which all published data is shared or public access is facilitated, and related open data assets or systems in accordance with the City-Parish's Open Data Policy. This work is supported by several positions within Information Services, including those that support database administration, geographic information systems, computer programming, application development, and more. For the purposes of enacting this open data policy, these roles collectively comprise **the Open Data BR Program Team**, which meets regularly to troubleshoot and resolve risks, identify potential issues, provide support to departmental data coordinators, and support progress made toward achieving an "open by default" environment for City-Parish data.

Any questions regarding the work of the Open Data BR Program Team, or requests for assistance from this team, should be emailed to opendata@brla.gov.

Departmental Data Coordinators

As outlined within the adopted open data policy, City-Parish department heads are responsible for their department's implementation of and compliance with the terms of this policy. Each department head is responsible for designating a data coordinator for their department who, in addition to serving on the Data Governance Committee, is responsible for serving as a liaison to the Open Data BR Program Team and working with this team to inventory all data managed or processed by their department, facilitate access to data, and troubleshoot issues related to the publication of eligible datasets. These responsibilities also include ensuring the Open Data BR Program Team is aware of any new projects, procurements, or software-related activities, and working with departmental leadership to ensure any such developments are programmed from the outset for compliance with the open data policy.

Most importantly, data coordinators are responsible for the following actions, specifically as it relates to the department they represent:

- Cataloging and maintaining departmental data inventories
- Updating departmental data inventories as often as necessary, but at a minimum of twice yearly
- Completing an initial prioritization of each dataset in the department's inventory
- Completing prioritization inventories for new datasets
- Assisting with access to and final validation of datasets for publication
- Reviewing data that is automatically loaded into the Open Data BR portal at least once per year, or more frequently when appropriate
- Reviewing metadata at least once a year or more frequently when appropriate

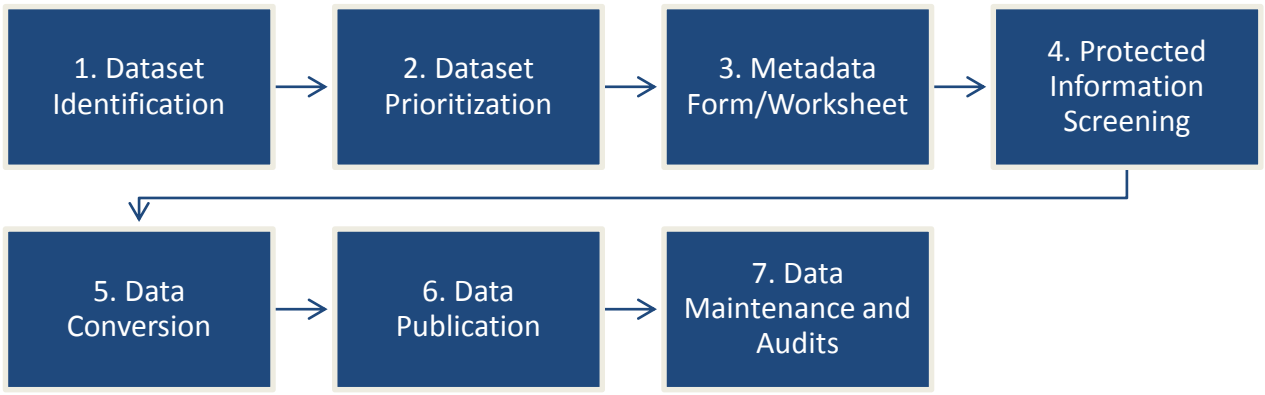
The Open Data BR Program Team, through the Department of Information Services, is available to provide support and resources to departments for the purposes of carrying out the above actions on an as-needed and as-requested basis. Additional resources, such as dataset inventorying and prioritization tools, metadata sheets, and data management workflows are further outlined within this handbook for data coordinators to utilize as necessary.

The terms of the open data policy apply to all City-Parish departments; therefore, any departments found to be non-compliant with the terms of this policy – including, but not limited to, lack of active participation in the Data Governance Committee, unresponsiveness to queries or requests from the Open Data BR Program Team, or not alerting the Open Data BR Program Team at the start of new projects or software implementation activities – will be reported to their governing authority with non-compliance status highlighted in the annual Open Data Report presented to the Metro Council.

Open Data Management Process

Data coordinators should utilize the following process to guide how data is identified, considered, and ultimately made public. The total time it will take to move through the data inventory to publication process will vary based on factors such as the amount of data clean-up that needs to occur, whether data needs legal review, whether the data is loaded manually or through an API or programming, and the amount of metadata that needs to be researched or created, among other considerations.

All departments are responsible for ensuring they are allocating sufficient resources to advance these processes as quickly as possible, as the progress made by departments to comply with the City-Parish's Open Data Policy will be tracked and published each calendar year as part of the annual Open Data Report.



Data Identification, Inventorying, and Prioritization

Dataset Identification

One of the core responsibilities of departments to achieve compliance with the terms of the City-Parish's open data policy is immediate and ongoing identification of datasets. As outlined in the open data policy, the City-Parish now operates under an "open by default" approach to data management. This means that all data managed, maintained, supported, or procured by departments should be considered open by default and considered as part of the dataset inventorying process. Please note that simply identifying a dataset does not mean that it will end up published on the Open Data BR portal or released to the public. Any datasets that may include protected or sensitive information will be reviewed for such data with publication decisions made after the rigorous internal review process described in this handbook.

Each department's data coordinator is responsible for identifying all key datasets within their department. Please consider the following questions in working with division heads, managers, and others within your department who may be aware of or manage various types of data that should be considered as part of this process.

- What data is used for any departmental, program, project, or grant-based monthly, quarterly or annual reports?
- What data do the Mayor's Office, Metro Councilmembers, or other elected or appointed officials typically request?

- What data do you utilize in the development of your annual budget requests and goal-setting process?
- What data from your department is already published on Open Data BR or available on the City-Parish's website?
- What data does your department use for internal performance or trend analysis?
- What data is reported to federal, state or local agencies?
- What data is frequently requested as a public records or information request?
- What data are other departments asking for?
- What kinds of data are similar departments across the country publishing as open data?

As you are conducting this dataset inventory, please remember make a note of those datasets that may contain protected or sensitive information, which can be done either informally by keeping a list of those datasets or including a note using the "comment" function in your dataset prioritization spreadsheet (referenced in the next section). The Open Data BR Program Team will work with you to identify potential solutions to redact elements of this data in order to publish it or otherwise determine that it is not viable to publish it due to such protected or sensitive information considerations.

Dataset Prioritization

The City-Parish recognizes there are limited resources and other considerations that exist to support the immediate release of all candidate datasets into the public domain. Some datasets may carry significant risks related to the publication of personal or sensitive information that may need to be addressed, while others may utilize data that originates from older or less sophisticated databases that requires considerable time spent in the data conversion process.

However, one of the requirements of the City-Parish's open data policy is to identify all datasets that are expected to be published within the following calendar year. As such, it is critical that departmental data coordinators work with the Open Data BR Program Team to inventory all potential candidate datasets and prioritize each for public release on a department-by-department basis. Each dataset that has been previously identified by data coordinators will be evaluated for prioritization across five equally weighted categories:

1) Strategic Importance
    - Does the dataset align with one of the Mayor-President's and/or Metro Council's priorities?
    - Is the data currently used to evaluate the performance of a department in delivering its mission?
    - Does the dataset relate to a project or program brought about by high-profile legislation and/or significant capital or budgetary investment?
2) Collaborative Partnerships
    - Is the dataset primarily focused on a national grant or award (e.g. a federally funded transportation project or other federal grant, or a state-supported program)?
    - Does the dataset support a national or federal initiative (e.g. White House Police Data Initiative)?
    - Is the dataset part of any collaboration with the private sector (e.g. Waze transportation data)?
3) External Interest
    - Has a public records request been filed recently or frequently to receive access to data contained within the dataset?
    - Has the dataset been requested through the Open Data BR portal's "suggest a dataset" feature?

- Have residents requested the dataset during external events (e.g. public meetings, community engagement events, etc.)?
- Does the dataset deal with a topic that is commonly valuable to external users, even if it hasn't been requested?
- Does the dataset have the capacity to fuel internal or external innovation (e.g., enable the development of new tools and applications)?

4) Operational Usefulness
   - Is the data used for decision making within a department?
   - Would opening the data increase internal government efficiency or effectiveness?
   - Do usage statistics suggest that internal application program interfaces (APIs are frequently calling upon this data to conduct their business?
5) Data Quality
   - Are there missing values in the dataset that affect its) usefulness?
   - Is the dataset updated regularly and consistently?
   - Is the data contained in the dataset accurate?
   - Is the data in a machine-readable format?
   - Are there privacy, sensitivity, or confidentiality concerns about the data contained within the dataset?

Each dataset should be given a rank of zero to five, with zero being "no value" and five being "highest value," within each of these categories. Data coordinators should use the template spreadsheet, located on MetroNet at the following link, to inventory and prioritize all candidate datasets for their department: http://metronet/opendatabr/datasetprioritization.xlsx

For example, the Department of Transportation and Drainage may utilize the following rankings for the sample datasets listed below (Note – ranked priorities are only placeholder data and not established by the department for the referenced datasets):

Department	Dataset	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Transportation and Drainage	Traffic Flow Data	5	4	4	5	3	21
Transportation and Drainage	Road Rehab Annual Plan	3	3	2	5	5	18
Transportation and Drainage	Pavement Quality	4	4	2	4	3	17

The Open Data BR Program Team will be responsible for taking each of these departmental dataset prioritization spreadsheets on a rolling basis and combining them into one dataset prioritization dashboard featuring datasets inventoried by all departments, which will then be used to guide ongoing decisions for publication based on priority and data readiness.

Department	Dataset	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Transportation and Drainage	Traffic Flow Data	5	4	4	5	3	21
Community Development	Annual Homeless Snapshot	4	5	3	4	5	21

Maintenance	Mowing Status	5	4	2	4	2	17

Data coordinators are responsible for initiating the initial prioritization of each dataset, with criteria initially reviewed by the Open Data BR Program Team and presented for discussion purposes at Data Governance Committee meetings. These candidate datasets will be reviewed, and priorities regularly re-assessed, as part of Data Governance Committee meetings.

Metadata Form

Each dataset you identify will have one or multiple sources associated with it. In short, a data source is anything that "contains" or holds your data. Your data may be housed in a variety of places including enterprise or departmental applications and databases; spreadsheets and databases on shared drives and folders; with third-party vendors that collect data on your department's behalf as part of a program or service; or externally hosted systems, applications or services.

Think about what programs or projects your department administers – where is that data stored? What spreadsheets on shared or local drives does your department use to store data? What information are you already publishing and where does that information come from? This data source information is important to capture as you will need to note it in the form you submit for each identified dataset. Please note that you do not need to know the particulars of the data system or specific data fields from which data originates. As you identify data or a new dataset for our open data program and it is prioritized for release during a given calendar year, you can contact the Open Data BR Program Team for assistance by emailing opendata@brla.gov.

Since the launch of the Open Data BR portal, the Open Data BR Program Team has utilized a form to collect information on datasets from departments. This form, called a Metadata Worksheet, captures all the key information related to datasets that the Open Data BR Program Team will need in order to properly inventory the dataset, review it for completeness, and analyze it both for consistency with the standards of the Open Data BR portal and to consider protected or sensitive information that may be contained within the dataset. Once the prior steps are complete and a dataset is identified as a priority for release within a given calendar year, data coordinators should contact the Open Data BR Program Team with a notice that this Metadata Worksheet must now be completed. The Open Data BR Program Team will work with data coordinators to identify the appropriate data fields that should be captured within each dataset and then complete the form, with final sign-off on the contents of this form provided in writing by both the department responsible for capturing or facilitating access to this data and Information Services.

This form is accessible on MetroNet at this link, with an example screenshot of the form included below for easy reference: http://metronet/opendatabr/opendata_metadata_form.xltx

Open Data BR

Metadata Worksheet

Dataset Title	Street Lighting	
Dataset Description	This dataset contains the location and attribute information about all of the Rouge Parish, Louisiana. This includes lighting along neighborhood streets a	
Category	Transportation and Infrastructure	
Tags / Keywords	Lighting; Street; Utility; Transportation	
Data Provided By	Department of Transportation and Drainage	
Source Hyperlink	http://brgov.com/dept/dpw/traffic/	
Unique Identifier	IDHIGHWAYL	
Field Name	**Display Name**	**Field Description**
IDHIGHWAYL	LIGHT ID NO	Unique identification number of e
ROUTE	ROUTE	Name of the street on which the
DIRECTION	DIRECTION	Direction in which the sign faces
MILEPOINT	MILEPOINT	Location of the sign as measured road from its startpoint
POLETYPE	POLE TYPE	Material of the pole that the light
LIGHTPRESE	LIGHT PRESENT	Determination of whether a light fixture
SIDEOFROAD	SIDE OF ROAD	The side of the road on which the
LATITUDE	LATITUDE	Latitude coordinate

If you have any questions at any time about this form or the process to complete it, please email opendata@brla.gov.

Protected Information Screening

As datasets (and data sources) are identified and inventoried in the corresponding Metadata Form and submitted to opendata@brla.gov, the Open Data BR Program Team will begin reviewing the candidate data for protected information. This is a critical step in the data management and review process, as the protection of privacy, confidentiality, and security must continue to be maintained as a top priority while also advancing the City-Parish's transparency and accountability efforts through open data.

The Open Data BR Program Team will review all datasets identified by departmental data coordinators for protected and sensitive information, as defined below:

- "Protected information" means any dataset or portion thereof to which an agency may deny access pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq.) or any other law or rule or regulation
- "Sensitive information" means any data which, if published by the City-Parish online, could raise privacy, confidentiality, or security concerns or have the potential to jeopardize public health, safety, or welfare to an extent that is greater than the potential public benefit of publishing that data

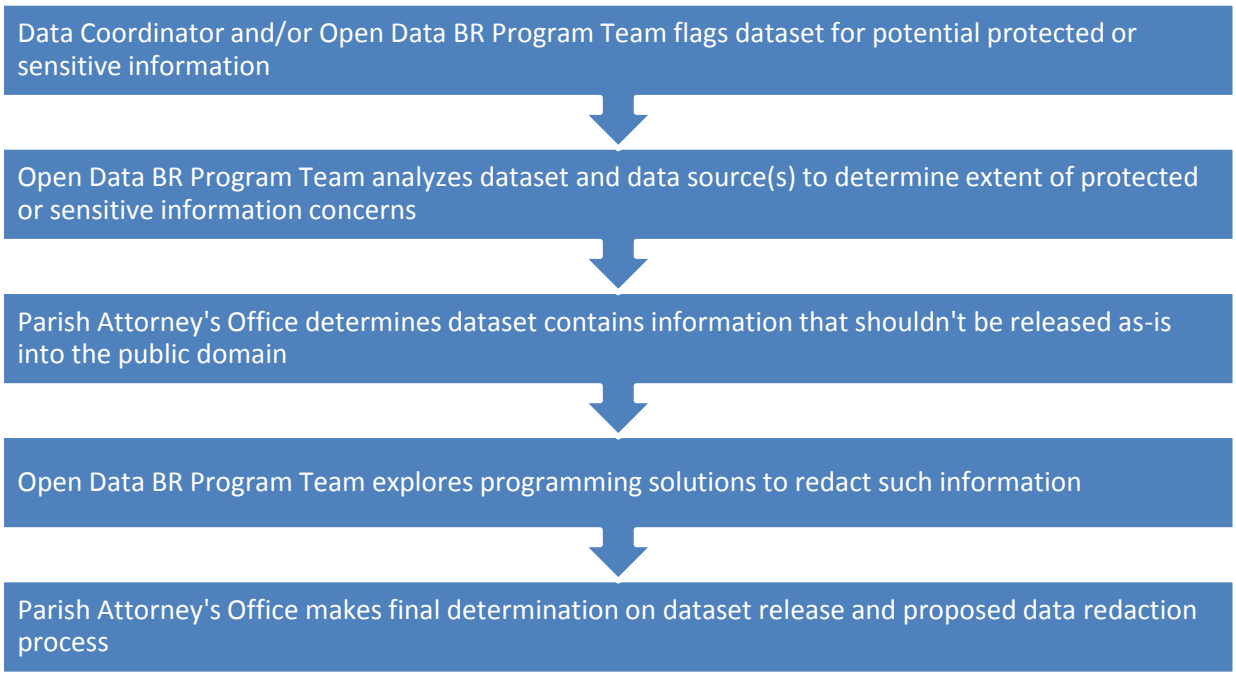
In addition, the City-Parish is responsible for maintaining personally identifiable information within many of its internal databases that can be used to identify, contact, or locate an individual, either alone or when combined with other easily accessible sources. This protected information screening process

must also consider the trust in which residents, businesses, and others have placed in the City-Parish in maintaining such data, and screen or redact it appropriately as part of any data publication decisions.

Such inputs may include:

- Social security number
- National ID number, passport number or Visa permit number
- Driver's license number
- Bank and credit/debit card numbers
- Tax information (e.g., W-2, W-4, 1099)
- Disability information
- Ethnicity
- Gender
- The location of an individual at a particular time
- Web sites visited
- Materials downloaded
- Any other information reflecting preferences and behaviors of an individual

Please note that while it is critical to identify any datasets that contain this type of information, the presence of the information does not immediately disqualify the data from being a candidate for publication. There are many programming solutions that allow for easy and consistent redacting of such information, which will be utilized and tested as appropriate by the Open Data BR Program Team. That said, data that will violate security, privacy or legal concerns will not be released as open data.



This internal review process, as indicated in the above workflow diagram, will include a robust analysis of the raw data within the dataset, the data source(s) from which the data originate(s), and a review of any related concerns departmental data coordinators identify within the Metadata Worksheet submitted for that particular dataset. If a dataset is found to have protected or sensitive information,

the Open Data BR Program Team will immediately engage the Office of the Parish Attorney to confirm if the information in question in fact meets the definition of protected or sensitive information.

If the Office of the Parish Attorney determines the dataset does contain protected or sensitive information that should not be released into the public domain, the Open Data BR Program Team will work to identify potential programming solutions, scripts, and processes that can be utilized to redact this information on a manual or automated basis.

Once all potential solutions have been explored and/or established, the Open Data BR Program Team and departmental data coordinator will make a recommendation to and request a final opinion from the Office of the Parish Attorney as to whether or not the dataset can proceed with planned publication with final data fields delineated within the dataset's Metadata Worksheet. This process is outlined in full detail within the City-Parish Dataset Approval Workflow included within this handbook.

Data Conversion

Once a dataset has been determined as a candidate to be published and any concerns regarding protected or sensitive information have been resolved, the Open Data BR Program Team will work with departmental data coordinators to identify and implement technical considerations associated with converting various types of data into a format that can be moved into an open data environment, including what automated redaction of data must occur to satisfy sensitive information screening provisions.

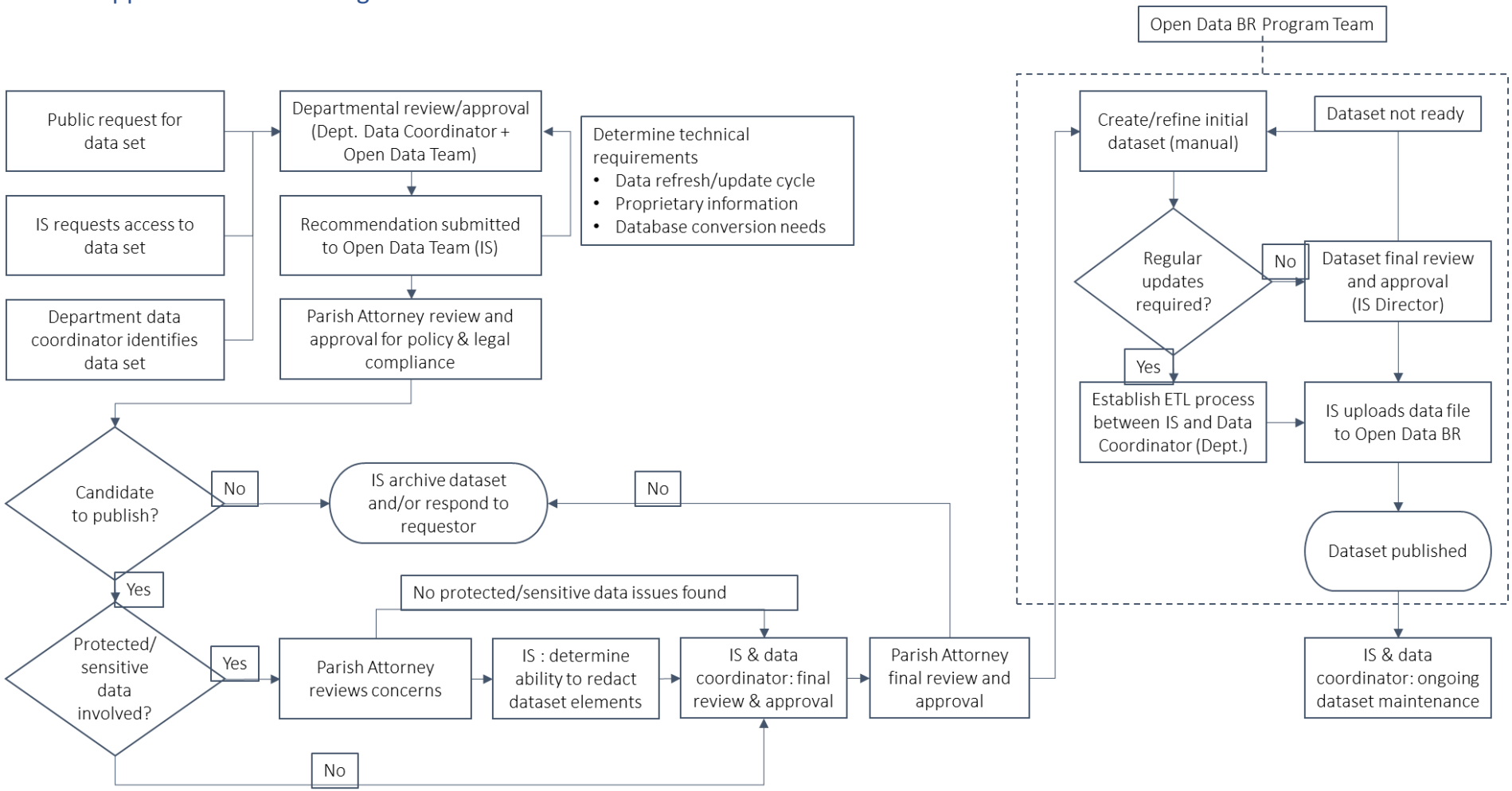
Each dataset will be evaluated individually for quality as part of this conversion process, with key considerations including:

- Are there missing values in the dataset that affect its usefulness?
- Is the dataset updated regularly and consistently?
- Is the data contained in the dataset accurate?
- Is the data in a machine-readable format?

If quality issues are identified, the Open Data BR Program Team will address in coordination with the appropriate data coordinator(s) prior to advancing for final dataset publication.

The data conversion process is a highly technical process but may require the ongoing input and review(s) from departmental data coordinators as various approaches are utilized to initially publish this data and support automated updates in accordance with the dataset's refresh cycle, or the frequency at which new data arrives into the raw dataset.

Dataset Approval Workflow Diagram



Data Publication

Once data is analyzed, prioritized, reviewed internally, and prepared for public release in accordance with the Dataset Approval Workflow and steps outlined in this handbook, departmental data coordinators will be able to view the dataset on the Open Data BR portal as a private dataset that can only be accessed by select users. If any final adjustments to the dataset or how data is displayed are required, those edits will be made by the Open Data BR Program Team in coordination with data coordinators and other departmental subject matter experts as necessary.

The Director of Information Services will provide final approval for datasets to be published based on guidance provided by the Office of the Mayor-President and/or Council Administrator, as necessary.

The release of new data or datasets is an important action that helps to achieve the City-Parish's open data goals, and thus is an action that should be publicized accordingly. As each dataset is finalized and prepared to be published, the following communication channels or activities will be considered and utilized as necessary to create awareness surrounding the dataset's release:

- A post to the City-Parish's Twitter, Facebook and/or other social media accounts
- A news release from the Office of the Mayor-President
- Direct communication to key stakeholders such as civic groups and organizations, higher education partners, and local, state, or federal agencies
- The publication of summary articles, case studies, or other features on the City-Parish website or working to promote the availability of this data with local, state, or national media outlets
- An announcement on the Open Data BR portal

The Open Data BR Program Team, through the Department of Information Services, will work in tandem with the appropriate departmental data coordinator(s) and communications staff to provide supporting information and ensure any communications associated with the release of new datasets or major updates to existing datasets are structured to achieve maximum awareness.

Data Maintenance and Audits

The process used to support a true open environment does not end once the data is first published.

The Open Data BR Program Team will continue to work with departmental data coordinators on an ongoing basis to ensure published data remains current, accurate, and publicly accessible. From a technical perspective, this means ensuring all internal databases are maintained and automated processes used to connect internal databases with the Open Data BR portal remain active and that data is updated per the publication frequency. As subject matter experts, departmental data coordinators are required to help address questions about the dataset submitted by the public, work to resolve any issues that arise, and conduct a review of all published department datasets on a biannual basis to ensure they are being updated on the basis included in the metadata. This is true for datasets updated automatically as well as those that require a manual update. The dataset inventory serves as a tool to keep track of what has been published so it is easier to verify that the data are up-to-date.

This maintenance and audit process will help to ensure there are no issues related to the integrity or accuracy of published data while identifying opportunities to further strengthen the quality or accessibility of published data. The Open Data BR Program Team is responsible for working with data coordinators to capture any outcomes from maintenance or audit activities to be shared with the Data

Governance Committee. Information Services will be responsible for taking action to correct any issues with Open Data Portal, while data coordinators will be responsible for correcting any issues with their respective datasets or inventory items. Any recurring data maintenance issues should be logged and included in the annual Open Data Report submitted to the Metro Council.

Once a dataset is published, data coordinators should also begin working with the Open Data BR Program Team to identify how to provide or support external access to historical archives of this data, to the extent technology and software enables such access.

Procurement Considerations

The City-Parish's Open Data Policy also includes several key requirements related to the procurement of goods and services that departments (as well as the Purchasing Division) must take note of and begin working toward, such as:

- Encouraging electronic methods of data collection to avoid inefficiencies of paper-based filing systems and to make real-time disclosures possible
- Working with the Purchasing Division and Office of the Parish Attorney to include specifications in future requests for proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols
- Including language in procurement documents that allows for working with third-party vendors to maintain up-to-date data documentation for any "custom off the shelf" systems

Contracting Considerations

To support these actions and related contracts that are executed between the City-Parish and external vendors or service providers, the Department of Information Services will work with the Purchasing Division and Office of the Parish Attorney to develop contract provisions that promote open data policies in technology-related procurements, including establishing requirements that any data produced or stored on behalf of the City-Parish may be posted to the Open Data BR portal. As part of the development and enforcement of such provisions, any data created or provided by City-Parish contractors and external organizations will be required to meet the same standards as data created within or by City-Parish departments and agencies, to the extent public contract and bid law provides for such stipulations.

Annual Open Data Report

Each department or agency that falls under the governance of the Mayor-President or Metro Council is responsible for complying with the terms outlined within this open data policy, with a report due to the Metro Council annually outlining departments' progress made toward achieving full policy compliance during the prior calendar year. (Open Data Policy, Part 5: "Open Data Report and Review").

The Director of Information Services is responsible for preparing this annual Open Data Report within one year of the effective date of the open data policy resolution (December 13, 2017) and thereafter no later than January 31st of each year. The report shall include an assessment of progress toward achievement of the goals of the City-Parish's Open Data BR program (under which all City-Parish open data related activities occur), an assessment of how the City-Parish's work has furthered or will further the City-Parish's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the City-Parish in the following year. As a function of their required compliance with the terms of this open data policy, City-Parish departments are required to contribute to the development of this annual report on an as-requested and as-needed basis, as directed by the Director of Information Services on behalf of the Mayor-President and/or Metro Council.

APPENDIX D: DATASET INVENTORY FOR FUTURE RELEASE

Department Name	Dataset Name	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Airport	Enplanement Data	5	5	5	5	5	25
Airport	Deplanement Data	5	5	5	5	5	25
Airport	Airport Property for Lease Map	5	5	5	5	5	25
Airport	Airline On-Time Performance	5	5	5	5	5	25
Airport	ARFF/Police Calls/Requests for Service	5	5	5	5	5	25
Airport	Airport Property Map	5	4	5	5	5	24
Airport	DBE/ACDBE Goal and Participation Statisitics	5	5	5	5	4	24
Airport	Passenger Facility Charges (PFCs)	5	5	4	5	5	24
Airport	Customer Facility Charges (CFCs)	5	5	4	5	5	24
Airport	Aircraft Operational Landing Statistics	5	4	4	5	5	23
Airport	Average Baggage Wait Times	4	5	4	5	4	22
Airport	Flight Information Display System (FIDS) Hotel Locations	3	5	5	2	3	18
Airport	Passenger Wi-Fi Statisitics	3	2	3	5	5	18
Airport	Website Analytics (flybtr.com and theaviationbusinesspark.com)	2	2	2	3	4	13
Airport	Uber & Lyft Airport Tracking (Coming Soon)						
Animal Control	Trapped Wildlife						
Animal Control	Livestock Calls						
Animal Control	Dangerous Animal Situation						
Animal Control	Trapped Dogs and Cats						
Animal Control	Bite Cases						
B&G/Architectural Services	Construction Projects	3	3	3	3	3	15
B&G/Prison and Building Maintenance	Annual Contracts	3	3	3	3	3	15
Baton Rouge City Court	City Court Warrants	4	4	5	5	4	22
Baton Rouge Police Dept	Homicides	4	0	5	5	5	19
Development/Permits	2018 Permit Review By Fee Type- Standard, Third Party, Exepedited	5	3	4	5	5	22
Development/Permits	2018 Inspections- Total, Passed, Failed	5	2	4	5	5	21
Development/Permits	2018 Environmental Reviews (SWPPP)	4	4	2	5	5	20
Development/Permits	2018 Sign Permits Issued	4	2	3	5	5	19
Development/Permits	2018 Generator Permits Issued	4	2	2	5	5	18
Development/Permits	2018 Solar Permits Issued	3	3	3	4	5	18
Development/Permits	2018 Swimming Pool Permits Issued	4	2	2	4	5	17
Development/Permits	2018 House Moving Permits Issued	4	2	2	4	5	17
EMS	Transport Count by Destination	3	5	5	5	5	23
EMS	EMS Incidents by Month	4	4	5	5	5	23
EMS	EMS Primary Impressions by Month for Transport	4	4	5	4	5	22
EMS	EMS Dispositions by Month	4	4	5	2	5	20
EMS	EMS Primary Impressions by Month for All Calls	3	4	5	3	5	20
EMS	EMS Incidents by Call Type (Dispatch Reason)	3	2	5	4	5	19
EMS	Call Volume by Hour of Day	4	2	4	4	5	19
EMS	Narcan Usage	2	3	5	4	5	19
EMS	Number of calls per unit	4	3	3	4	4	18
EMS	Call Volume by Day Of Week	2	2	4	4	5	17
EMS	Transports by Unit	3	3	3	4	4	17
EMS	Injury Type by Month	2	3	4	4	4	17
EMS	Firearm Injuries	2	4	4	4	3	17
EMS	Tourniquet Usage	2	3	3	4	3	15
EMS	Primary Impressions by Council District	5	2	2	2	3	14
EMS	Dispositions by Council District	5	2	2	2	3	14
EMS	Injury Type by Council Dist	5	2	2	2	3	14
EMS	Fleet Repair Costs by Month	4	2	2	4	2	14
EMS	Number of calls that the FD responds to EMS with	2	3	2	3	4	14
EMS	Code 3 Response Time by Month	2	2	3	3	3	13
EMS	Transport Time by Month	3	2	3	2	3	13
EMS	Fleet Data-Hours & Miles	3	1	2	4	3	13
EMS	Fuel Usage	3	1	2	3	3	12
EMS	Event Coverage	3	1	2	3	3	12
EMS	Special Teams	3	1	2	3	3	12

Department Name	Dataset Name	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
EMS-Communications	# calls answered in 911 center	5	4	5	3	5	22
DES	Grease Trap Permits	2	1	2	2	3	10
DES	Landfill solid waste collection data	4	1	3	4	3	15
DES	Treatment plant discharge monitoring reports(EPA/DEQ)	4	3	3	4	3	17
DES	Quarterly and Annual reports to EPA for SSO Program	4	3	3	4	3	17
DES	Capital Projects-Active and Complete	5	1	3	3	3	15
Fire Department	Spills						
Fire Department	Inspection Violations						
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Fact Sheet	5	5	4	5	4	23
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Education Assessement	5	5	3	5	3	21
HDS - HEAD START/EARLY HEAD START	Head Start/Early Head Start Family Services	5	4	3	5	2	19
HDS-EmployBR	Employment Rate at 2nd quarter	5	5	5	5	4	24
HDS-EmployBR	Employment Rate at 4th quarter	5	5	5	5	4	24
HDS-EmployBR	Credential attainment	5	5	4	5	4	23
HDS-EmployBR	Number of participants served	5	5	4	5	4	23
HDS-EmployBR	Demographics of participants served	5	5	4	5	4	23
HDS-EmployBR	Number of participants served per zip code	5	5	4	5	4	23
HDS-Office of Social Services	Service Summary Agency Wide	5	5	4	5	4	23
HDS-Office of Social Services	Service Summary by Community Center	5	5	4	5	4	23
HDS-Office of Social Services	Service Summary by Household Composition Agency Wide	3	5	3	4	4	19
HDS-Office of Social Services	Service Summary by Household Demographics Agency Wide	3	5	3	4	4	19
HDS-Ryan White Program	HIV Surveillance Data	5	5	5	5	5	25
HDS-Ryan White Program	HIV Services Data	5	4	5	5	5	24
HDS-Ryan White Program	HIV Care Continuum	5	5	4	5	3	22
HDS-Ryan White Program	Medical Visit Data	5	5	4	5	3	22
Information Services	TrackIt! Help Desk Tickets	1	1	2	4	4	12
Juvenile Services	Detention Data	3	3	2	5	5	18
Juvenile Services	Probation Data	3	1	3	5	4	16
Juvenile Services	Drug Screens	1	0	1	2	4	8
Library	Circulation Statistics	5	0	4	5	5	19
Library	Gate Count	5	0	4	5	5	19
Library	Computer Use	5	0	3	5	5	18
Library	Programs: Storytimes	4	3	3	4	3	17
Library	Reference Statistics	5	0	3	4	4	16
Library	Wifi Use	5	0	3	5	2	15
Library	Programs: Total	5	0	3	4	3	15
Library	Meeting Room Use	5	0	3	4	3	15
Library	Programs: Computer Classes	4	0	3	4	3	14
Library	Study Room Use	4	0	3	4	3	14
Maintenance	Street Sweeping - cubic yards dumped and gallons of water sprayed	3	3	4	4	4	18
Maintenance	Herbicide Spraying - miles of roadways sprayed and herbicide used	2	2	2	4	0	10
Maintenance	Trees - stats about hazardous tree removals	2	2	2	2	1	9
Maintenance	Drainage - number of stormdrains cleaned, linear feet of pipe cleaned, and linear miles of roadside ditches dug	4	4	4	4	4	20
Maintenance	Roads - number of potholes filled	5	3	5	4	5	22
Maintenance	Mowing - linear miles of roadways mowed	5	3	5	4	4	21
MOHSEP	Past Hazards...	5	5	3	2	5	20
MOHSEP	Acquisitions / Demolitions	5	5	2	2	4	18
MOHSEP/GIS	Flood Zones by Council District						0
MOHSEP/GIS	August 2016 Flood Information						0
Mosquito Abatement and Rodent Control	Mosquito Service Requests	4	0	4	4	5	17
Mosquito Abatement and Rodent Control	Rodent Service Requests	4	0	4	4	5	17

Department Name	Dataset Name	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with adulticide by Night Spray Trucks	4	0	4	4	5	17
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with adulticide by Aerial Operations	4	0	4	4	5	17
Mosquito Abatement and Rodent Control	Locations of West Nile virus activity in mosquitoes and birds	4	0	4	4	5	17
Mosquito Abatement and Rodent Control	Educational Outreach Events	4	0	4	4	5	17
Mosquito Abatement and Rodent Control	EBRPMARC Zones Treated with larvacides by larvaciding trucks	4	0	2	4	4	14
Par Atty/ABC	Business licenses	3	0	2	1	5	11
Par Atty/Collections	Condemnations on tax roll	4	0	4	1	5	14
Par Atty/Litigation & Risk	Settled litigation suits	2	0	2	1	5	10
Par Atty/Property	Adj Prop - CP Auction	3	0	1	0	5	9
Planning Commission	Enterprise Zone Program	2	3	4	2	3	14
Planning Commission	Restoration Tax Abatement Program	2	3	3	2	3	13
Retirement or HR (submitted by IS)	Listing of Retirees	1	1	3	2	0	7
Transportation and Drainage	Current Projects Under Design (Including Anticipated Construction Cost from RFQ)	2	2	5	2	4	15
Transportation and Drainage	Current Roadway Projects Under Construction (Contractor, Project Cost, Project Duration, Start Date, Anticipated Completion Date, Revised Completion Date)	4	2	5	5	5	21

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